

JOB ANNOUNCEMENT

CONSTRUCTION INSPECTION LEADWORKER

PROMOTIONAL OPPORTUNITY FOR QUALIFIED CITY EMPLOYEES IN THE CLASSIFICATIONS OF
HOUSING INSPECTOR, CONSTRUCTION INSPECTOR, PLANS EXAMINER, & PLANS EXAMINER
LEADWORKER

CURRENT SALARY RANGE: UNDER NEGOTIATION

ANTICIPATED OPENINGS: 1

THE DURATION OF THIS ELIGIBLE LIST IS ONE YEAR

PURPOSE: To direct and oversee the application of building codes, ordinances, and zoning and planning requirements by conducting inspections, reviewing plans and permits, and providing recommendations and interpretations.

MINIMUM REQUIREMENTS: Successful completion of a certified apprentice program in Carpentry or Masonry plus three (3) years experience as a journey carpenter or mason. This experience must include at least 1 ½ (one and one-half) years each in both residential construction and commercial construction; or equivalent training and experience, **OR** Three (3) years of verifiable experience reviewing residential and commercial building plans for compliance with applicable codes. Possess and maintain a valid Minnesota drivers license or privilege. Possess and maintain certification as a Minnesota Building Official. Certification as a Plans Examiner or Construction Inspector preferred. Extensive knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing building construction, installation, and repair. Extensive knowledge of safe and proper methods of building construction, installation, and repair. Extensive knowledge of City of Duluth zoning ordinances and regulations. Extensive knowledge of architectural design principles and building construction methods. Extensive knowledge of construction materials and their appropriate uses. Knowledge of proper inspection methods and procedures. Knowledge of legal procedures involved in the enforcement of building codes and ordinances. Knowledge of precautionary, safety, and fire prevention methods involved in construction work. Knowledge of code requirements and inspection methods in related construction trade areas. Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures. Skill in reading and interpreting legal descriptions, building plans, specifications, and technical codes and ordinances. Skill in estimating construction costs, including materials and labor, and completion schedules. Ability to establish and maintain effective working relationships with contractors, workers, supervisors, peers, and the general public. Ability to read and write reports regarding inspections and permits. Ability to maintain accurate and complete records, both paper and computer. Ability to effectively communicate with individuals and groups, both verbally and in writing. Ability to interpret safety rules and apply them to various hazardous situations. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings. Ability to see well enough to perform duties such as trace plumbing and color-coded wires, gauge sizes, distances, and physical relationships, place items accurately, read and interpret blueprints and technical manuals, use a computer, and operate a vehicle. Ability to occasionally lift and carry items up to 40 pounds such as ladders for conducting overhead inspections. Ability to work outside in inclement weather. Ability to attend work on a regular basis.

SELECTION PROCESS			
PHASE	EXAMINATION TYPE	WEIGHT	PASS POINT
PHASE I	Education & Experience Review	100%	70% (Normed)



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Opportunity, Affirmative Action Employer.

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DEPT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIV.

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PHASE I

EDUCATION & EXPERIENCE REVIEW: Applicants will be rated based on the type (relatedness) and extent of their education and experience as they document on the expanded application provided. Applicants with education and experience more directly related to that required for the job will be rated higher. Applicants with a greater level of related education and experience will be rated higher.

ALTERNATIVE EXAM PROCESS: For persons who qualify under the Americans with Disabilities Act (ADA) alternative examination processes are available on an individual basis upon prior arrangement. Contact the Human Resources Division, 313 City Hall, (218) 730-5203, as soon as possible prior to the scheduled date of the exam. TDD services are available through 730-5630.

VETERANS: For applicants claiming veterans' preference (those who are more than 50% disabled and receiving compensation as a result of a service-connected disability), a legible discharge certificate (DD214) verifying 181 days of consecutive service, or service in Desert Storm/Shield and separation under honorable conditions, and a letter dated within one year from the Veterans' Administration documenting entitlement to compensation for a permanent service-connected disability rated at 50% or more **MUST** be filed **WITH** the application for veterans' preference. Failure to provide the required documentation may eliminate the candidate from subsequent steps in the selection process. Veterans' points will be added only if the applicant completes all phases of the exam process and has submitted all necessary documentation to the Human Resources Division.

In accordance with the Immigration Reform and Control Act of 1986, the City of Duluth requires verification of identity and work eligibility at the point of hire.

OBTAINING APPLICATIONS: Applications and veterans' preference forms are available at the Human Resources Division, 411 West First Street Room 313, Duluth, MN 55802 from 8:00 AM to 4:30 PM weekdays except holidays. The complete job description can be found on our web site at www.duluthmn.gov/employment.

FILING APPLICATIONS: APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE CLOSING DATE OF APRIL 24, 2009. Job applicants must meet all minimum qualifications listed above by the closing date of the application period. Applications must be mailed or brought directly to the Human Resources Division. It is the responsibility of the applicant to verify that applications are on file on or before the closing date.

April 10, 2009
Job Number C0906



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